

DISPATCH NO. \_\_\_\_\_

DATE 3 August 1955

TO : *(See listing in LEB Chrono for 1955)*  
 FROM : Finance Division  
 SUBJECT : (General - Administrative  
 (Specific - Submittal of Accountings)

1. Recently questions have arisen in connection with the submittal of accountings and the disposition of supporting documentation by those stations where Certifying Officers have been appointed and the Chief, Audit Staff has arranged for his staff to conduct audits in the field.

2. In the above circumstances, the following procedures will be observed:

a. The original certified monthly accounting report and a copy will be submitted to Headquarters as required [redacted] 25X1A

b. Supporting documentation such as receipts, vouchers, etc., and a copy of the related monthly accounting report will be held at the station for post audit.

c. Upon completion of post audit by the Office of Audit, the Finance Officer will assume responsibility for forwarding supporting documentation to Headquarters. All documents should be clearly referenced to and segregated by the report to which they pertain, and they should be forwarded with the retained copy of the report and supporting schedules to the Chief of the Area Division, Attention: Finance Division, in the manner indicated [redacted] The copy of the report should indicate that the original was certified and that post audit has been completed. 25X1A

d. Documents supporting transactions which are transferred to another station (including Headquarters) should not be retained at the originating station for post audit but should be forwarded with the original T/A to which they pertain as required by [redacted] 25X1A

25X1A

## Distribution:

- 3 - Field
- 2 - Area Division
- 3 - Finance Division

FD/LEB:mhp

Releasing Officer

Coordinating Officer

C/ED  
Authenticating Officer

25X1

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